

# Haines Borough Travel Authorization

TA# \_\_\_\_\_

Budgeted?  Yes  No GL# \_\_\_\_\_

Completed \_\_\_\_\_

(for office use only)

Employee (or Elected Official): \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Travel Itinerary (Attach separate page, if necessary): \_\_\_\_\_

Departure date and time from Haines: \_\_\_\_\_

Arrival date and time in Haines: \_\_\_\_\_

## Event Fees

Registration: \_\_\_\_\_ = \_\_\_\_\_

Dues/Membership: \_\_\_\_\_ = \_\_\_\_\_

Other Fees: \_\_\_\_\_ = \_\_\_\_\_

**Total \$:** \_\_\_\_\_

## Lodging

	Location	PO#	Rate	X Nights			<u>Totals</u>
Hotel _____	_____	_____	_____	_____	=	_____	_____
Hotel _____	_____	_____	_____	_____	=	_____	_____
Hotel _____	_____	_____	_____	_____	=	_____	_____
<b>Total Lodging \$</b>						_____	_____

## Meals

	Date	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner			<u>Totals</u>
Day _____	_____	_____	_____	_____	=	_____	_____
Day _____	_____	_____	_____	_____	=	_____	_____
Day _____	_____	_____	_____	_____	=	_____	_____
Day _____	_____	_____	_____	_____	=	_____	_____
Day _____	_____	_____	_____	_____	=	_____	_____
Day _____	_____	_____	_____	_____	=	_____	_____
Day _____	_____	_____	_____	_____	=	_____	_____
<b>Total Meals \$</b>						_____	_____

## Transportation

		<u>Advance</u>	<u>Charge</u>	<u>Reimburse</u>		<u>Totals</u>
Company _____	<b>Airfare:</b>				=	_____
Company _____	<b>Airfare:</b>				=	_____
	<b>Ferry:</b>				=	_____
Company _____	<b>Rental Car:</b>				=	_____
	<b>Rental Car Fuel:</b>				=	_____
	<b>Personal Car:</b> (mileage or fuel)				=	_____
	<b>Taxi/Bus Fare:</b>				=	_____
				<b>Reimb. Total \$:</b>		_____

Authorized to Use \_\_\_\_\_ Air Miles

Manager Initials: \_\_\_\_\_

**Total Transportation \$** \_\_\_\_\_

**Miscellaneous**

\_\_\_\_\_ = \_\_\_\_\_

Miscellaneous Total \$: \_\_\_\_\_

**Signatures**

Requested By: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Borough Manager \_\_\_\_\_ Date \_\_\_\_\_

**Summary**

Event Fees = \$ \_\_\_\_\_

Lodging = \$ \_\_\_\_\_

Meals = \$ \_\_\_\_\_

Transportation = \$ \_\_\_\_\_

Miscellaneous = \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

**Instructions**

1. Travel Authorizations must be filled in to the best of your knowledge and approved prior to travel and prior to committing funds. Gather trip information and cost estimates BEFORE seeking approval signatures.
2. A regular employee must first obtain approval from the department head, and then the borough manager.
3. A department head or borough officer must obtain approval from the borough manager.
4. **Cancellations:** Individuals are responsible for cancelling reservations if the trip itinerary changes or if unable to travel. Conferences, hotels, and local airlines may charge a penalty if you do not cancel.
5. **Registrations:** Individuals are required to do their own registrations for conferences and events.
6. **Major airline tickets:** (these should be purchased at least 21 days in advance for best rate)
  - Option 1: Provide the Clerk's Office with desired itinerary and they will purchase the tickets.
  - Option 2: Purchase online with personal credit card, and seek reimbursement.
7. **Local airline travel:** (Use one of the following options)
  - A: Preference - Purchase Alaska Seaplanes online with the borough's credit card (see the Clerk's Office or Finance) or ask them to "direct bill the borough."
  - B: Self pay and seek reimbursement.
8. **Ferry travel:** (Use one of the following options)
  - A: Preference - Purchase online at [www.dot.state.ak.us/amhs](http://www.dot.state.ak.us/amhs) with borough's credit card. (see the Clerk's Office or Finance)
  - B: Make reservations, self pay online, and seek reimbursement.
9. **Rental Cars:**

If you must get a rental car, be aware that a personal credit card will always be required by the car agency. Self pay and seek reimbursement.
10. **Taxi/Bus Fare/Rental Car Fuel:**
  - To be reimbursed for taxis, bus fares or fuel, you must save and turn in your receipts.
11. **Use of Private Vehicle (Mileage Reimbursement):**

See HBC 2.78.010(C)(3).
12. **Lodging:**
  - Check for the best rates; ask for the "government/tax exempt" rate.
  - Preference: Ask the hotel if they will "direct bill the borough." A purchase order may be required.
  - If the hotel will not direct bill the borough, ask the Finance Dept. for a check to take with you.
  - If needed, secure the reservation with a personal credit card or the borough's card (see the Clerk's Office or Finance)
13. **Meals:**
  - A Per Diem check for meals will be issued by the Finance Dept prior to travel provided the approved TA is received by the Finance Department at least two weeks prior to departure.
  - Issued Per Diem money on cancelled or shortened trips must be reimbursed to the borough.
  - Meals included with conference/training fees should NOT be included in the Per Diem estimate
    - Note: Receptions and continental breakfasts do not impact per diem entitlement (you don't have to count them).
  - Per Diem for meals is paid as follows: Breakfast - \$10; Lunch - \$14; Dinner - \$26 To be eligible for per diem, the employee must be in travel status during a meal allowance period for at least three consecutive hours. Receipts for meals are not required.

<u>Meal</u>	<u>Meal Allowance Period</u>
Breakfast	12:01 - 10:00 am
Lunch	10:01 am - 3:00 pm
Dinner	3:00 pm - midnight

**Where there are different methods of transportation available and chosen by the employee or representative, with related per diem expenses, the travel and per diem will be paid for at whichever method is the most cost effective to the borough.**